

**Neenah-Menasha Fire Rescue
Joint Fire Commission Meeting Minutes
February 24, 2016 – 12:00 p.m.
3rd Floor Council Chambers – City of Menasha**

Present: Commissioners John, Kubiak, Liebhauser, Lewis, McCann and Keating

Also Present: DC Voss, Director Barber, Director Steeno and MA Theisen

Members of the Public: Jim Dunbar, John Pack and Jamie Leonard

Commissioner Lewis called the meeting to order at 12:00 p.m.

Public Forum: No members of the public chose to speak.

Minutes: The Commission reviewed the December 16, 2015 meeting minutes. **MSC Liebhauser/McCann to approve the December 16, 2015 meeting minutes, all voting aye.**

January Activity and Automatic Aid Reports: This is informational only and no action is required.

January 2016 Budget Report: This is informational only and no action is required.

Fire Chief's Job Description: Director Barber discussed the changes the Fire Commission made to the Chief's job description at the December 16, 2015 meeting. The City of Menasha requested additional changes to be considered by the Commission. The requested changes were discussed with Neenah's Mayor and agreed to by both Cities. Director Barber handed out the job description with proposed changes highlighted in red for review.

The Commission reviewed the request to add *"Responds promptly, when needed, as the Emergency Management Director for the City of Neenah"* at the end of *"Performs the duties of City of Neenah Emergency Management Director. Advises Mayor and coordinates all emergency response operations. Duties include coordination of training, exercises and operation of Emergency Operations Center"*. A lengthy discussion was held regarding the addition of this language to the job description. All Commissioners members felt adding this language was redundant and not needed. **MSC Keating/McCann to not add "Responds promptly, when needed, as the Emergency Management Director for the City of Neenah" to the Fire Chief's job description, all voting aye.**

The Commission reviewed the request to add *"Experience or training in management, budgeting and strategic planning is a plus"* at the end of the Minimum Training and Experience Required to Perform Essential Job Functions. **MS McCann/Liebhauser to add "Experience or training in management, budgeting and strategic planning is a plus" to the Minimum Training and Experience Required to Perform Essential Job Functions, Commissioners Liebhauser, Lewis, McCann, John and Kubiak voting aye. Commissioner Keating voting nay.**

The Commission reviewed the request to add *“Provide strategic planning and operational guidance to the department through directing, supervising and coordinating operations and people”* and *“Participates as a member of the management teams in both Neenah and Menasha”* as their own separate paragraphs under the Essential Duties and Responsibilities. **MSC Liebhauser/John to add *“Provide strategic planning and operational guidance to the department through directing, supervising and coordinating operations and people”* and *“Participates as a member of the management teams in both Neenah and Menasha”* as their own separate paragraphs under the Essential Duties and Responsibilities, all voting aye.**

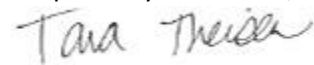
Advertising Process for Fire Chief’s Process: Director Barber handed out a tentative timeline for filling the Fire Chief’s position. She noted this process cannot begin until after both City Councils have approved filling the Fire Chief’s position. Commissioners confirmed availability dates for interviews.

The Commission reviewed the scoring criteria for the applicants. Director Barber suggested the Chairman of the Fire Commission review the applications after Director Barber applied the scoring criteria to applicants and before interviews are scheduled.

Discussion was held regarding interview questions. Director Barber requested commissioners to email her their preference of things that should be asked during the interviews. Commissioners will email her this information at least one week prior to interviews. **MSC Keating/Lewis to approve the tentative hiring process and authorize Director Barber to begin the advertising process for the Fire Chief contingent upon both Common Councils approve filling the Fire Chief’s position, all voting aye.**

MSC Liebhauser/Keating to adjourn at 12: 45 p.m., all voting aye.

Respectfully Submitted,



Tara Theisen

Management Assistant